



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission October 19, 2016

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, Zamattia, and Youth Representative, Charlene Smith. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Davis led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA: MSC Davis/Salazar** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES: MSC Davis/Salazar** for approval of the minutes. Approved unanimously.
5. **PUBLIC COMMENT: Joe Meyer, 441 Chestnut Avenue, AYSO Representative,** wanted to bring to the Commission's attention the meeting being held by the San Mateo Union High School District on Thursday, October 20, 2016 at 7 p.m. The meeting is regarding the selling of Crestmoor High School to fund teacher housing. He would like the Commission to attend because he believes that the selling of the property for housing could greatly impact the soccer community in San Bruno.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Request from San Bruno Lowen Soccer Club for Use of Temporary Lights at Crestmoor Soccer Fields Annually During the Months of November and December – Superintendent Brewer advised the Commission that Lowen requested lights on the Crestmoor Soccer Fields for a few years now. She added that with the location of the fields she did not feel it would be a problematic issue for the residents who live in proximity to the field. She also said that once the Commission approves the lights, it would not need to come back to the Commission for future approval unless a problem arose that staff felt would need to be addressed. Director Burns said that if the Commission chooses to approve the lights for this winter season, staff would return with a report to the Commission on whether there were concerns expressed by residents. Commissioner Salazar asked what process staff would take in reporting a problem back to the Commission if one should arise. Superintendent Brewer

replied that if complaints came to staff regarding the lights they would be assessed, and if needed would advise the Commission. Commissioner Davis expressed that staff is requesting numerous generators at one time to run the lights and she thinks that could possibly cause a problem with sound. She agreed that a report in January would be best. **MSC Greenberg/Gonzales** for approval of the use of lights on the Crestmoor Soccer Fields annually during the months of November and December. Approved unanimously.

- b. Review and Develop Comments and Recommendations for City Council Consideration on the Florida Avenue Park Draft Master Plan – Director Burns presented the draft Master Plan for the Florida Avenue Park to the Parks and Recreation Commission for their review and said their comments and recommendations would be presented along with the Draft Master Plan to the City Council on Tuesday, October 25, 2016 during their regularly scheduled meeting. Director Burns said that she expects the design to be complete in early spring 2017 and would come back to the Commission for further review and input and possibly through more neighborhood meetings as well. Director Burns added that the San Bruno Community Foundation was giving \$200,000 toward the cost of building the new park. Chair Palmer asked the sub-committee (Commissioners Melendrez and Salazar) to provide input first. Commissioner Salazar responded that both he and Commissioner Melendrez had attended both of the Florida Avenue Park meetings and felt the neighbors who attended expressed their ideas well and that both Commissioners were pleased with the design in the draft master plan. **Kevin Martinez, 177 Martin Place**, asked if the park was going to be completely closed off with only one entrance and Director Burns replied that general park design avoids fencing, but that is a detail that is yet to be determined. Mr. Martinez also asked if dogs would be allowed in the new park and Director Burns responded that park rules do not permit dogs. **Tim O'Brien, 293 Florida Avenue**, asked when demolition would begin on the Florida Avenue property. Director Burns replied that demolition was imminent, but could not give an exact date. **Joe Meyer, 441 Chestnut Avenue**, wanted to know how the no dogs in parks ordinance is enforced. Director Burns replied that it is reported to the police on a citizen complaint basis. **Kevin Martinez, 177 Martin Place**, asked if the park design included a new sidewalk around the park and a handicap accessible ramp. Director Burns said that improvements to the sidewalk are not part of the park planning process, but starting in November the City was moving forward with a sidewalk/pathway improvement project that would start on the east side of town. Commissioner Greenberg commented that she loved the idea of having adult exercise equipment in the park, but asked what kind of turf the great lawn would be because she would prefer the area to be playable. Commissioner Melendrez wanted to convey that he loved the idea of adult exercise equipment, but that it was also an area of concern for him because this would be uncharted territory for San Bruno parks. He asked how staff would provide maintenance for the equipment and Director Burns replied that parks maintenance employees hold certifications for maintenance of park equipment as well as receive training for specific exercise equipment from the vendors. Commissioner Melendrez also suggested that there should be signage for the exercise equipment that gives an age range for the users of the equipment. Youth Representative Smith expressed concern with the exercise equipment so close to the children's play area because children could wander over and get hurt. Commissioner Gonzales asked what age group the current play structure in the design would accommodate and Director Burns said that it would be designed for younger ages. Commissioner Gonzales replied if that

could be changed to accommodate older children as well and Director Burns said that she would include that request in her report to the City Council.

Commissioner Davis said the current design's play equipment is too small and the park as a whole does not offer very much. She would like to remind the Commission that this is a pocket park and not meant to be heavily utilized and maybe the City is investing too much money into this type of park including buying the exercise equipment. She added that if they want the park to be utilized and be worth the investment that they need to make sure that the play area can accommodate kids up to age 12 and that there also be a half basketball court included in the design. Commissioner Zamattia reminded the Commission that the current design reflects what the community requested during the park planning process and that they need to keep that in mind as they offer suggestions because veering off too much from the design is not fair to the neighborhood. She also said that she thinks the exercise equipment will be well received and utilized and the neighborhood voted for it. Commissioner Greenberg also said that one of her concerns is if there is staff availability to maintain this park and equipment in it. Director Burns said staff is planning to request two new full time parks workers in the next budget to keep up with the extra maintenance needed for both the Earl Glenview and Florida Parks. Commissioner Salazar requested the final cost of the park and Director Burns said that the cost was \$640,000 for the acquisition of the property which was paid through the park and lieu fee funds. The design and construction of the park would be approximately \$775,000 with \$200,000 of that paid by the Community Foundation grant program and the remaining \$575,000 from the general fund capital reserve. **MSC Gonzales/Greenberg** to recommend to City Council the draft master plan for Florida Park with consideration to the proximity of play area to adult exercise area, continued concern about vandalism in the park, and to continue to honor and respect the development of the planning process that the neighborhood went through, and making sure the great lawn area is playable and adult exercise equipment is included. Approved unanimously. Commissioner Gonzalez added that she would like the Commission to express thanks to the Community Foundation for their grant toward the construction of this park.

- c. Review of Parks and Recreation Commission 2015-16 Annual Report to City Council – Superintendent Brewer said that staff was looking for input for the Commission's Annual Report that would be presented to the City Council on November 22. Changes would be added and sent back to the Commission for review the week before the presentation.
- d. Cancellation of November and December 2016 Regular Meetings and Scheduling a Special Meeting on Wednesday, December 7, 2016 – **MSC Davis/Greenberg** to cancel the Commission's November and December regularly scheduled meeting and hold a special meeting on Wednesday, December 7, 2016. Approved unanimously.

8. **EXCLUDED CONSENT:** None.

9. **ITEMS FROM STAFF:**

- a. Community Forums – October 26 and November 30, 2016 – Director Burns informed the Commission that the visioning process for the community amenities funded by the San Bruno Community Foundation was ready to move forward and define what the community wants in new facilities. **Frank Hedley, San Bruno Community Foundation**, added that the forum was to try to get maximum community input so that there would be a consensus on what the community

wants. Director Burns added that staff would be providing child care and translation services to try to encourage greater attendance.

- b. Superintendent Brewer reminded the Commission that the Community Services Department was hosting two upcoming City events the following week for Halloween and invited the Commissioners to attend. She added that the 25th Annual Holiday Boutique would be held at the Senior Center on Saturday, November 26 and the Annual Tree Lighting would be on Thursday, December 1 at the Veterans Memorial Center at 5:00 p.m. with performances from St. Roberts Choir and the Capuchino Marching Band.

10. PUBLIC COMMENT: None.

11. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates -
 - 1. Adopt-a-Park Program (Palmer, Gonzales) – Commissioner Gonzales reported that the planting project was completed by the Brownie Troop and it turned out great. She also said that they would be trying to create neighborhood groups around the new Earl-Glenview Park and Florida Avenue Park to have kickoff projects completed in conjunction with the dedication.
- b. Report from Commissioners – Commissioner Greenberg expressed how much she enjoyed Concerts and Movies in the Park. She also wanted to request that the tree replacement on Plumwood and San Bruno Avenue be on the next agenda as well as the possibility of merging the Commission's July and August meetings for the following year. Commissioner Davis told the Commission that they need to make it a goal for the following year to improve the Commodore Park dog run so that they address the concerns of dog owners in San Bruno. Commissioner Gonzales added that she feels that the issue with the dog run lies in the proximity of where Grundy Park is and not just the condition of the current dog run at Commodore Park. Commissioner Salazar asked for clarification on what exactly would be asked of the Commission regarding the dog run and Director Burns said that she believes the City Council is looking for input on enforcement and improvements to the Commodore Park dog run. She will define the issue and place it on the Commission's January agenda. Commissioner Nigel announced that he received a national award on October 5, 2016 in St. Louis and felt proud to represent the City of San Bruno.

12. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:33 p.m.